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Security Information

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## OFFICE OF SCIENTIFIC INTELLIGENCE

REGULATION

SI 20-

PERSONNEL

September 1953

## PROMOTIONS

25X1A

Reference: CIA Regulation [REDACTED]  
OSI Regulation SI 20-111

Revision: OSI Regulation 20-2-1, dated 16 November 1951

## CONTENTS

	Page
General . . . . .	1
Policies . . . . .	1
Responsibilities . . . . .	3
Procedures . . . . .	3

## GENERAL

This regulation prescribes the policies and procedures governing the promotion of all personnel in OSI, including clerical, administrative and professional employees.

It is the intent of the promotion policies of OSI to recognize merit and to attract, encourage the development of, and retain high caliber scientific intelligence officers and supporting personnel.

## POLICIES

It shall be the fundamental policy of OSI to promote from within and laterally employ new personnel only when there are no employees available within OSI who possess the demonstrated development potential and qualifications to assume and accomplish the duties of a higher position.

Promotion shall be dependent upon the following four factors:

- (1) Existence of a suitable vacancy, i.e., a job of a higher grade, or a job that will audit to a higher grade in terms of the level of difficulty and responsibility actually being performed.
- (2) Work performance better than satisfactory or good, i.e., very good to outstanding.
- (3) Completion of a minimum time in grade. (See paragraphs 2.c. and d., page 2.)

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CONFIDENTIAL

REGULATION  
SI 20-

PERSONNEL  
September 1953

(4) Complete qualifications of the individual for the grade or vacancy recommended, including:

- (a) Maturity and judgment
- (b) Educational background and/or experience
- (c) Development potential
- (d) Demonstrated leadership or supervisory characteristics, if required by the position

The recommending and approving authorities will use the following table as a guide in determining the minimum time in grade for an employee whose work performance and development potential are adjudged to be outstanding. Employees whose work performance and development potential are adjudged to be very good or excellent are expected to serve a longer time in grade.

<u>Grade to Which Promoted</u>	<u>Minimum Time in Grade in Months</u>
GS - 3, 4, 5	6
GS - 6, 7	7
GS - 8, 9, 10	9
GS - 11	12
GS - 12	15
GS - 13	18
GS - 14	21
GS - 15 and above	24

- g The above minimum time in grade will be waived only in the event of the following:
  - (1) Uniquely outstanding work performance of great credit to the Agency that cannot be awarded by "in-grade merit increase" under the Agency Incentive Awards Program.
  - (2) Demonstrated work performance which positively establishes that an employee has been employed by the Agency at a grade that is inferior and not commensurate with his with his qualifications.
- e The approving authority will insure that any employee promoted to GS-14 and above merits the promotion above all other employees in the office of comparable grade in accordance with the criteria defined in paragraphs 2.b. and c., above
- f An employee shall not be penalized from the standpoint of promotion because he or she occupies a career development slot or is undergoing training away from his or her regularly assigned duties.

CONFIDENTIAL

PROMOTION

4. SI 20-

PERSONNEL

September 1953

3. RESPONSIBILITIES

- a. AD/SI is responsible for the final office approval of all promotion actions to grade GS-12 and above.
- b. DAD/SI is responsible for the final office approval of all promotion actions to grade GS-11 and below.
- c. Each Division and Staff Chief is responsible for the equitable administration of promotion actions within his unit in accordance with this regulation.
  - (1) He will insure that each member of his unit is acquainted with Office promotion policies and understands his or her opportunities for advancement in grade.
  - (2) He will initiate promotion actions for members of his unit when appropriate and insure that the employee involved is informed of the action taken within OSI on his or her promotion. (See paragraph 4.e.)
- d. Executive/SI is responsible for:
  - (1) Periodic review of the Office promotion policies to insure they are consistent with Agency policies and DD/I area practices.
  - (2) Detailed review of promotion practices and time in grade data on all employees within OSI at least once each year to insure equitable administration within the Office.
- e. Chief, Administration Branch is responsible for:
  - (1) The expeditious processing of all promotion actions.
  - (2) The maintenance and presentation of adequate personnel information and statistics necessary for the reviewing of recommended promotions and the periodic audit of Office promotion policies and practices.
  - (3) Advising Executive/SI of any deficiencies in Office promotion policies and practices on a continuing basis.

4. PROCEDURES

- a. All recommended promotions for personnel supervised by the Division and Staff Chiefs will be submitted in memorandum form by the unit chief involved to DAD/SI, through Chief, Administration Branch, including the following information:

CONFIDENTIAL

REGULATION  
AD SI 20-

PERSONNEL  
September 1953

- (1) A brief statement as to why the promotion recommended is justified under the policies prescribed herein, including specific reference to significant work accomplished by the employee.
- (2) A brief statement of the career development plans for the employee if he or she has a professional classification.
- (3) A draft position description of the job to which the employee is being promoted if such a position description has not already been drafted and processed.

Chief, Administration Branch will prepare the background personnel data on the promotion action necessary for its review and submit the promotion:

- (1) To the next regularly scheduled meeting of the OSI Career Service Board if the promotion is to GS-12 or above. The recommendation of this Board will be submitted to AD/SI for final approval.
- (2) To the DAD/SI's Promotion Board if the promotion is to GS-11 and below. The recommendation will be reviewed by this Board within ten days after receipt by Chief, Administration Branch.

c. DAD/SI's Promotion Board will consist of the following members:

DAD/SI--Chairman  
Executive/SI  
One Division or Staff Chief, designated by the Chairman  
Chief, Administration Branch--Secretary

This Board will meet on call of the Chairman to review and advise him on promotion actions to GS-11 and below.

- d. Recommended promotions of Division and Branch Chiefs will be submitted by DAD/SI directly to AD/SI in memorandum form including the information outlined under paragraph 4.a., above.
- e. Promotion actions approved by AD/SI (GS-12 and above) and DAD/SI (GS-11 and below) will be promptly submitted to the Personnel Office by the Chief, Administration Branch. Chief, Administration Branch will notify the originator of the promotion action when the action is forwarded to the Personnel Office.

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO-		INITIALS	DATE
1	Col. L. K. White	<i>[Signature]</i>	
2	226 Admin. Bldg.		
3			
4			
5			
FROM-		INITIALS	DATE
1	ADAD/SI	<i>[Signature]</i>	1 Sep 53
2			
3			

<input type="checkbox"/> APPROVAL	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

Forwarded per our phone conversation this morning. This is OSI's attempt to develop a more definitive policy.

*[Signature]*